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65-46041

6 August 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : First and Second Quarterly Reports on the Clandestine Services Historical Program.

1. The attached folder contains Quarterly Reports, with related memoranda, lists and illustrative material for information only.

2. Attached inside the left cover is a selection of six background documents which set forth the essential steps in the origin and development of the Clandestine Services Historical Program; the progress has been most gratifying. These papers briefly are:

- a. The memorandum of 30 November establishing the CS Historical Board, making the undersigned manager of the CS historical program, and approving the assignment of four documentary researchers from the DDP
- b. Responsibility and composition of the CS Historical Board
- c. The Clandestine Services Historical Program, 1 June 1965
- d. Indexes established in the Historical Staff
- e. CS Responsible Historical Officers (RHOs) who represent their components in historical planning with the DDP Representative
- f. The first Quarterly (status) Report, 29 April 1965

3. The Second Quarterly Report, a two page summary of progress during the past three months and the current status of the CS historical program, includes the following supporting material.

- Tab A Major Histories in process and those being planned
- Tab B Historical Monographs now being written
- Tab C Examples of historical-type papers presently held in DDP offices which have been submitted for indexing
- Tab D An activity report of the CS research group on the Historical Staff (HS/CSG)
- Tab E Visual aids used in introducing a writer to the historical program
- Tab F The cover format for historical papers
- Tab G Mr. Richard M. Helms' memorandum to "The Writers of Clandestine Services History"
- Tab H Handbook for the Writing of CS History

4. The terms of reference, the techniques and procedures, and the integrated research and production systems are proving to be effective in attacking this sizeable program throughout the DDP. Additional support is being considered for debriefing retirees and for rewrites and final editing of segments of the Clandestine Services History.

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DDP Representative,

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